



CALIFORNIA TAHOE CONSERVANCY

STAFF/SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST), CTC

**OPEN – SPOT EXAM FOR CALIFORNIA TAHOE CONSERVANCY
8PB32-33 – 1312/1337/ LM86-80**

MONTHLY SALARY RANGE

**Staff Information Systems Analyst (Specialist) - \$5065- \$6466
Senior Information Systems Analyst (Specialist) - \$5571-\$7109**

CALIFORNIA STATE GOVERNMENT--AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER---PROVIDE OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an **OPEN/SPOT** examination for **California Tahoe Conservancy**. Applications will **NOT** be accepted on a promotional basis.

HOW TO APPLY Applications are available by visiting the State Personnel Board's website at <http://www.spb.ca.gov/jobs/stateapp.htm>. Submit examination application (STD. Form 678) by September 29, 2008, the final filing date either by mail or in person to:

STATE PERSONNEL BOARD
Examination and Selection Services
801 Capitol Mall
Sacramento, CA 95814
Attn: Christine Murrell

Note: Applications submitted after 5:00 pm and after the final filing date will not be accepted. Only applications with an original signature will be accepted. Faxed applications will not be accepted. Do not submit applications to the California Tahoe Conservancy.

QUALIFICATIONS APPRAISAL PANEL It is anticipated that the Qualifications Appraisal Interviews will be held during the month of November 2008. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on Page 1 of the "Examination and/or Employment Application" form (Std. 678). You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION Accepted applicants are required to bring either a photo identification card or two forms of signed identification to all phases of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE:** All applicants must meet the education and/or experience requirements for this examination by September 29, 2008, the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (not working title). Applications/resumes received without this information will be rejected.

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

Either I

One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst Specialist) or an Associate Information Systems Analyst (Supervisor).

Or II

Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)

Either I

One year of experience in the California state service performing duties comparable to a Staff Information Systems Analyst (Specialist) or Staff Information Systems Analyst (Supervisor).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or Associate Information Systems Analyst (Supervisor).

Or III

Thirty months of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, which shall have included responsibility for analyzing operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on complex information technology studies or systems, responsibility for resolution of complex information technology problems, or as an advanced technical specialist performing complex analytical studies.

**SPECIAL PERSONAL
CHARACTERISTICS
POSITION
DESCRIPTION**

Demonstrated ability to act independently, open mindedness, flexibility, and tact.

Under general supervision, acts as a project leader on complex information technology studies or systems, works on complex information technology systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex information technology systems, projects, and/or teleprocessing networks/systems. Typical tasks may include: performing a variety of analytical activities in support of information technology systems, such as microcomputers, multifunction automated office systems, and teleprocessing networks and/or systems. Developing problems solutions using information technology methods; conduct feasibility studies; acting as project manager over information technology system projects; working on analysis and support of multifunction office systems; providing information center services and information technology system services; developing information processing standards and procedures; acting as lead person or supervisor over the technical personnel in the performance of information system tasks; and doing other related work.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. Candidates must achieve an overall minimum score of 70.00% in order to be placed on the eligible list.

EXAM SCOPE:**Qualifications and Appraisal- Weighted-100%**

In evaluating the candidates' knowledge, skills, and abilities, the examination has been developed to measure each candidate's:

A. Knowledge of:

1. Principles of public administration, organization, and management.
2. Information technology systems equipment, software, and practices.
3. Analytical techniques
4. Technical report writing

C. Ability to:

1. Analyze information and situations
2. Reason logically and draw conclusions
3. Develop effective solutions
4. Apply creative thinking in the design of methods of processing

Information with information technology systems.

5. Monitor and resolve problems with information technology systems hardware, software, and processes.
6. Establish and maintain effective working relationship with others
7. Communicate effectively.

**ELIGIBLE LIST
INFORMATION**

A departmental open list will be established for California Tahoe Conservancy. A candidate may be tested only once in a 12-month period. Eligibility expires 24 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

**VETERANS POINTS
AND CAREER
CREDITS**

Veterans' preference points will be added to the final score of all candidates successful in this examination who qualify for and have requested these points. (See "General Information" on this bulletin for information regarding veterans' preference points.) Career credits will not be granted in this examination.

See next page for additional information.

GENERAL INFORMATION

If you meet the requirements you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Lists resulting from examinations given on a local or "spot" basis are normally used only to fill positions in the specific locations, for which the examinations were given. Transfer of eligibility from one "spot" list to another is permitted only if the examination in the receiving locality was comparable to the examination in the original locality and the department(s) participating in the examination allow transfer of list eligibility. Requests for transfer of "spot" eligibility must be made by writing to the agency whose name appears on the Notice of Examination Results.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

California Tahoe Conservancy reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and most recent of pertinent experience. Evaluation of a candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her recognition of his/her own training needs, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

Veteran's Preference Points will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested the points. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS, ARE NOT ELIGIBLE TO RECEIVE VETERANS POINTS. Directions for applying for veteran's preference points are on the Veteran's Preference Application form (Form 1093) which is available from the State Personnel Board or the Department of Veteran's Affairs, P.O. Box 942859, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922